
ACCIDENT AND INCIDENT REPORTING PROCEDURE

Purpose

In the event of an incident, injury or near miss does occur, there is a requirement that the right records are kept and the procedure is followed. This will ensure that relevant records are available if needed. It will also assist to identify and workplace injury patterns and any ongoing health and safety concerns or unsafe work practices.

will provide and maintain a workplace register of injuries. Management must ensure the details of any workplace injury/illness are recorded on this register.

Scope

This document is applicable to all employees and contractors.

Definitions

Hazard	A source or a situation with a potential for harm in terms of human injury of ill health, damage to property, damage to the environment, or a combination of these.
Accident	An unplanned event resulting in injury, ill health, damage or other loss.
Incident	An unplanned event having potential for injury, ill-health, damage or other loss.
C.A	Corrective Action

Procedure

Immediate Response

Whenever an injury occurs the person in charge must take immediate action (with due regard to their own safety) to prevent further damage or injury occurring and to provide immediate assistance to any injured person, (e.g. call for outside assistance or expert medical advice).

In the case of an emergency, an ambulance will be called to attend the location. If it is not an emergency, the person in charge will organise for the affected worker to be transported to a medical practitioner/centre as soon as possible, or for on-site first aid treatment to be given.

Where necessary, management will undertake an investigation into any work related injury/illness within 24 hours. The purpose of any such investigation will be to determine the cause/s of the injury/illness (if possible) and recommend measures (if any) to be implemented to eliminate or reduce the probability of re-occurrence.

Employee Responsibilities

Where any workplace incident, injury/illness or near hit/miss occurs, you must notify management as soon as possible and complete an [FOR19](#) Accident/Incident Report Form. If the injured worker is unable to report personally because of injury, workers aware of the incident must ensure it is reported. If the employee/contractor is unable to do so, the Health and Safety Representative must fill out the report for any person lacking necessary literacy skills, but must be verified by the person in some way. The form must be completed as soon as possible after the accident has occurred.

You are also responsible for entering the details of any minor workplace injury/illness that requires First Aid treatment on the [FOR30 First Aid Treatment Log](#). Minor injuries are injuries that;

- Do not result in any loss of work time
- Require professional medical assistance/advice
- Cause damage to property or equipment

For any workplace injury/illness, you are required to undergo medical treatment as necessary. Where the need for treatment is identified whilst at work, management will arrange this treatment. However, where your injury/illness worsens whilst away from the workplace, or over a period of time, you are required to seek medical attention at the earliest opportunity.

If you have suffered any workplace injury/illness that required medical treatment, you must provide a certificate from your treating doctor stating your fitness for duties upon your return to work.

All other Accidents/Incidents/Injuries

Employees must report any incident to the Health & safety Representative as soon as practicable after the incident/accident and complete the Accident/Incident Investigation Report Form (see Accident/Injury Reporting for a copy of the Form).

If an employee is unable to report personally because of injury, persons aware of the incident must ensure it is

reported. If the employee/contractor is unable to do so, the Health & safety Representative must fill out the “Injured Person Report” section on the employee’s or contractors behalf. The Health & safety Representative may fill out the report for any person lacking the necessary literacy skills, but must be verified by the person in some way.

Incidents Where:

- Professional medical assistance/advice is required
- Work time is lost
- Where property is damaged
- Any minor incidents which have a high potential for serious injury

Reporting

The Health and Safety Representative must advise the Managing Director as soon as possible of any serious accidents.

Fatality/Extremely Serious Injury/Incident

Where a fatal or extremely serious incident or dangerous occurrence occurs, the Managing Director must be advised immediately to arrange for Safe Work (in the relevant State or Territory) to be notified in accordance with the *Occupational Health, Safety and Welfare Regulations 1995* and any other relevant authority. A written report on a “Notification of Dangerous Occurrence” form must also be provided to Safe Work (in the relevant state) within 24 hours.

Investigation

All Accidents/Injuries/Incidents

On receiving a report of an incident/accident, the Health & Safety Representative must either investigate personally or arrange for an investigation to be conducted within 24 hours of the incident, otherwise useful evidence/information may be lost/disposed of etc.

The purpose of the investigation is to identify the factors which resulted in the incident to allow for appropriate corrective actions to be implemented preventing the occurrence of a similar event.

The purpose on any investigation is not to establish blame.

ALL factors that contribute to the incident must be identified to isolate those factors which caused the occurrence, for example:

- Damage/Injury
- Plant and Equipment
- Environment
- Procedures used
- Any safe working procedures
- Witnesses

Contributing factors may also include:

- Design
- Environment
- Behaviour
- Task

Where possible, photographs should be taken and/or diagrams made and operator manuals retained. Witnesses will be able to provide important information to assist with the investigation and statements will need to be taken from them.

The Health and Safety Representative must consider the contributing factors to determine appropriate corrective action.

The “Accident/Incident Investigation Report” should be completed and forward with all other relevant paperwork, to the Managing Director. Additional information should be attached if the space on the form is insufficient.

The Health and Safety Representative must follow-up to ensure the effectiveness of the controls implemented to prevent further accidents/incidents.

Responsibilities

Nominated OHS/First Aid Personnel/[RelevantManager]	Treat accidents/incidents. Report on Accident/Incident form. Organise any follow up or medical treatment that may be required.
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[RelevantManager]/HR Coordinator	Ensure forms are completed completely. Respond to any reports of an accident. File accident/incident Forms. Any appropriate follow up/rehabilitation.
All Employees	Report all accidents/incidents as soon as they occur. Be responsible and use common sense.

Documentation

Accident/Incident Form	FOR19
First Aid Treatment Log.	FOR30
